



Missouri Family, Career and Community Leaders of America
STATE LEADERSHIP CONFERENCE
March 29-31, 2016 • Osage Beach

Program Information

Date: March 29-31, 2016
Place: Tan-Tar-A Resort
494 Tan Tar A Drive, Osage Beach, MO 65065
<http://www.tan-tar-a.com/>
Theme: “LOL: Lead Out Loud”

Registration Information and Deadlines

The conference registration fee is **\$75** per person. This includes one boxed lunch and the official conference t-shirt.* Lodging and other meals **are not** included in the registration fee. A fee of **\$20** will be charged to **each participant** in State STAR Events to cover event expenses including certificates, facility fees, medals, trophies, evaluator and recognition session expenses. *See page 5 for more information about conference t-shirts.

For late registrations (mailed after March 3) add **\$15 per person** for conference registration fees.

Payment: Please complete the registration form and return it with one check from each chapter made payable to the **University of Missouri** by **March 3, 2016**, to:

FCCLA
University of Missouri
344 Hearn Center
Columbia, MO 65211

No refunds will be honored after March 11, 2016. Refund requests must be in written form. No phone requests will be accepted. Cancellation of an entire chapter delegation for an extreme emergency is the exception, but must be approved in writing by the state adviser no later than the first day of the conference. If a delegate is unable to attend the conference, a substitution is encouraged. The FCCLA Substitution Form **must** be completed and returned to the MU Conference Office/FCCLA. To contact the FCCLA staff during the conference, call the hotel at 573/348-3131.

Upon arrival, one adviser from each chapter should check in at the registration desk. Registration will take place in the Convention Registration Area of Tan-Tar-A Resort (in front of Salon A). Registration will be open from Noon – 8:00 p.m. on Tuesday, March 29, and from 8:00 a.m. – Noon on Wednesday, March 30. **STAR Events registration must be picked up on Tuesday, March 29, by 4:00 p.m.** (If a chapter is unable to pick up these packets due to a travel emergency, please call the hotel at 573/348-3131 and ask to be transferred to the conference registration desk.)

All Missouri FCCLA chapters are encouraged to send a chapter delegation to the State Leadership Conference. Chapters should choose delegates based upon interest in FCCLA and the student's ability to be a positive representative of the school and chapter. There is no limit on the number of members that a chapter may bring. Please note the following policy for supervision of students: **There shall be one chaperone (adviser, parent or other adult) for every four student delegates or major fraction thereof. Any chapter with delegates in attendance must have at least one adviser delegate.**

Voting Delegate Information

According to the *State Bylaws, Revised 2015*, each affiliated chapter is eligible to have voting delegates according to the following quota:

- Up to 49 affiliated members — 1 voting delegate
- 50 to 99 affiliated members — 2 voting delegates
- 100 to 199 affiliated members — 3 voting delegates
- 200 or more affiliated members — 4 voting delegates

The voting delegate ribbon(s) will be in each adviser's envelope picked up at registration. **Voting delegates must wear their voting delegate ribbon to participate in "Meet the Candidates."** Each voting delegate will receive a dot that will be placed on their nametag during "Meet the Candidates." The dot will indicate that the voting delegate attended and participated in "Meet the Candidates" and will be eligible to vote before the Business Session. **Please make sure voting delegates are at the "Meet the Candidates" session by 4:30 p.m. Wednesday, March 30. The doors to the "Meet the Candidates" session will close at 4:35 p.m., and latecomers will be ineligible to vote.**

Because of the important role of voting delegates, criteria for the selection of voting delegates have been prepared. Voting delegates should be interested, be responsible, willing to listen attentively, take the time to attend the "Meet the Candidates Session," confer willingly with other chapter delegates, and think of possible questions to ask candidates during the "Meet the Candidates" session. Voting delegates should not be Regional Presidents, STAR Events participants, or have any other responsibilities that may conflict with voting delegates responsibilities. Discuss responsibilities with chapter voting delegate(s) **prior** to "Meet the Candidates." Information will be in the adviser's packet to share with the voting delegate(s).

Meal Arrangements

With the exception of the boxed lunch on Wednesday, March 30 (included in conference registration fee), conference delegates are "on their own" for meals during the conference. Tan-Tar-A resort has a food court (Grille Marx and Pizzeria 26) as well as a full restaurant (Black Bear Lodge). Plans are being made to have a cash concession area for supper on Wednesday, March 30th. Chapters are reminded to plan accordingly for meals so that they do not miss meetings during the conference.

Headquarter Hotel and Conference Lodging

All conference activities and sessions take place in the Tan-Tar-A Resort, the headquarters hotel. There is ample parking in the hotel parking lot. FCCLA chapters attending the State Leadership Conference are encouraged to make lodging reservations as early as possible. Reservations may be made by phone beginning in January. One night's deposit will be required by credit card or through direct billing, per the policy of the hotel. Rooms are at a first-come, first-served basis. **Rooms risk cancellation if a rooming list is not received by the cut-off date specified.** Each room rate is subject to a 3% county lodging tax and \$5 resort fee. Schools that direct bill to the school or pay with a school check or credit card will be exempt from the state tax of 5.475%. Other methods of payment will be subject to state tax.

Contracted rooms are provided as a convenience and service to the Missouri FCCLA chapters. Reservations outside the contracted hotels could position the state association to pay attrition rates if the rooms are not used.

Tan-Tar-A Resort

494 Tan Tar A Drive, Osage Beach, MO 65065

Reservations – 1-800-Tan-Tara (1-800-826-8272) or www.tan-tar-a.com. Ask for FCCLA group block and give arrival date. **Cut-off date is 2-29-16** – reservations made after this date are subject to availability.

Rate: \$94.00 per guest room, per night – Single, Double, Triple or Quad. \$149 One bedroom suite, per night. \$209 Two bedroom suite, per night.

Lodging for 2015-2016 State Executive Council Chapters and 2016-2017 State Officer Candidate Chapters

The 2015-2016 State Executive Council chapters and 2016-2017 State Officer Candidate chapters should make room reservations directly with Tan-Tar-A Resort, there is no special block for these chapters. The 2015-2016 SEC members and the 2016-2017 State Officer Candidates will be included on a housing list provided by the state adviser.

STAR Events

Advisers will pick up their registration materials from Noon – 4:00 p.m. on Tuesday, March 29. No STAR Events orientation sessions are held (with the exception of Culinary Arts). STAR Events Lead Consultants will be available for informal questions and answers from 4:30 – 5:00 p.m. Culinary Arts participants are required to attend their event orientation session to become familiar with the event facilities. A fee of \$20 to cover event expenses and awards will be charged to each participant in STAR Events. The payment is submitted with the chapter registration form to the Conference Office. STAR Events will be held on Wednesday, March 30.

There will be a STAR Events Information Center on Wednesday, March 30, in Parasol I.

The following STAR Events will be held at Tan-Tar-A Resort:

| | | |
|---------------------------------|------------------------------|------------------------------|
| Advocacy | Fashion Design | Life Event Planning |
| Applied Math for Culinary Mgmt. | Focus on Children | National Programs in Action |
| Career Investigation | Food Innovations | Nutrition and Wellness |
| Chapter in Review | Hospitality | Parliamentary Procedure |
| Chapter Service Project | Illustrated Talk | Promote and Publicize FCCLA! |
| Culinary Arts | Interior Design | Recycle & Redesign |
| Early Childhood Education | Interpersonal Communications | Sports Nutrition |
| Entrepreneurship | Job Interview | Teach and Train |
| Environmental Ambassador | Knowledge Test | Toward New Horizons |
| Fashion Construction | Leadership | |

Emergency Medical Care

There are two hospitals in Osage Beach: Lake Regional Urgent Care (573/ 302-3200); and Lake of the Ozarks General Hospital (573/ 348-8194)

Posted on the Missouri FCCLA website is a health form that may be adapted and completed by each delegate prior to the State Leadership Conference. Once completed, the local adviser should collect and bring the form(s) with them, in case it is needed during the State Leadership Conference. **Do not send the health form to the state office or conference office.**

Photography Guidelines

Chapters are encouraged to bring cameras to take pictures for publication back home. **No flash pictures are to be taken during the General Sessions, please!** Flash pictures create a distraction for program participants and the audience. Advisers, please remind delegates of this rule, and please refrain from coming to the stage to take pictures. The program participants will remain on stage following each session for picture taking.

During STAR Events, no audio or video recording devices may be used, and no pictures may be taken during presentations. STAR Events participants may take photos following the Closing General Session.

FCCLA Media Team

Are you into blogging, social networking, photography, or journalism? If so, then the FCCLA Media Team is a fun opportunity for you to work on behalf of the state association. This six-member team will be responsible for utilizing social media to report the conference as it is happening. Members interested in being part of the Missouri FCCLA Media Team should complete the Media Team application and submit it to Donna Sharpe, state adviser, by **February 20**. The application is found at www.mofccla.org in the Forms and Publications section.

Leisure Activities

The resort has many activities available during your stay. All chapters are given \$5 off admission to Timber Falls Indoor Waterpark. Several other activities are available as well such as a bowling alley, arcade, indoor pool, shopping areas, and mini-golf. Information on times these will be open will be available at conference. Please visit <http://www.tan-tar-a.com/play/resort-activities/?fullhtml=n> for more information on activities and pricing. Chapters are encouraged to take advantage of these activities when there are no scheduled conference activities.

Conference T-Shirts

The official conference t-shirt is designed as a conference “souvenir” to promote Missouri FCCLA. Delegates will be allowed to wear the conference t-shirt with black dress slacks or khaki pants — not blue jeans — instead of the polo or oxford shirt on Thursday, the last day of the conference.

Please note that registrations received after March 3 are not guaranteed to receive the conference t-shirt.

Additional size “Large” shirts are generally ordered for late registrations. When the “extras” run out, we are unable to order additional shirts. There is no registration fee adjustment for late registrations that do not receive a t-shirt.

FCCLA Conference Store

The Missouri Educators of Family and Consumer Sciences (MoEFACS) operate a “conference store” onsite where delegates may purchase Missouri FCCLA promotional items. The national emblematic supplier does not provide for consignment sales of chapter supplies, so those kinds of items will **not** be available for purchase. A special thanks to members of MoEFACS for providing this service.

Retiring Advisers Recognition

The State Executive Council Advisers will recognize retiring FCCLA advisers during the Adviser’s Session at the State Leadership Conference. If you are retiring or know of a retiring FCCLA adviser, please complete the “Retiring Teacher Recognition” online survey by **February 15**. **The link to the online form is on the “Forms and Publications” page of the website.**

Alumni & Associates

Alumni & Associates will be sponsoring activities for members and advisers during the State Leadership Conference. Graduating seniors, advisers and other adults may become A&A members at any time, but membership is tied to the school year. Alumni & Associates memberships are perfect gifts to graduating seniors, chapter parents, and administrators. This would be an excellent way to give recognition to individuals who have supported Missouri FCCLA!

To join Alumni & Associates, please visit their website at <http://fcclaalumni.org>.

National Program Recognition Awards

Chapters desiring to receive state recognition for completing national programs must submit program application awards through the national FCCLA affiliation system. NEW this year, awards will be given to state level National Programs award winners. No additional application is required. **Power of One — Five Unit** completers desiring state and national recognition will need to be submitted by the chapter adviser through the affiliation system by **March 1st**.

Students receiving state recognition for completing all five Power of One units and who are attending the State Leadership Conference will have reserved seating in front of the Grand Ballroom for the Business, Program and Membership Recognition Session.

Dress Code, Code of Conduct, and Conference Etiquette

All chapter advisers are expected to review the Missouri FCCLA code of conduct and the dress code policy with their students PRIOR to arrival at the conference. A dress code form is required to be signed and submitted with the conference registration form. The code of conduct information will be repeated in a form that advisers will sign and turn in at conference registration. The code of conduct form will be sent with your conference confirmation receipt.

DESS CODE

Members and advisers of Family, Career and Community Leaders of America are representing an outstanding student organization and should project the image of a leader. One of the purposes of FCCLA is: "To prepare for the multiple roles of men and women in today's society." Therefore, an important part of the educational experiences provided by FCCLA includes developing an understanding of appropriate behavior and dress for business meetings and functions.

Demonstrating a professional image, extending courtesies, and acting in a professional manner will lead to a pleasant and rewarding meeting experience. Members, advisers, and guests should remember the guidelines listed below when preparing for FCCLA events. State officers should wear the official FCCLA uniform at regional, state and national events, unless otherwise indicated.

All members and advisers are expected to follow the Missouri FCCLA Dress Code, which is found on the state website at www.mofccla.org. All delegates to the meeting are expected to follow the guidelines for

Conference Attire

Download the Missouri FCCLA Dress Code for a detailed explanation of what defines conference attire and what is not acceptable to wear at any time during the conference.

CONDUCT CODE

The following conduct code applies to all conference delegates.

- Behavior at all times should be such that it reflects positively on you, your school, and FCCLA.
- Attend all general sessions, workshops and activities. Be courteous to conference and hotel staff, presenters, and other attendees.
- Students of the opposite sex are not to occupy lodging rooms at the same time unless an adult chaperone is present.
- Smoking by conference participants is not allowed during any conference sessions, workshops or other activities.
- Use of alcoholic beverages, illegal narcotics, firearms or fireworks is not allowed by delegates.
- The dress code will be adhered to throughout the conference.
- Students will observe the designated curfew time as printed in the conference program.
- Delegates are guests of the hotel and must not deface or destroy property. Damages to any property or furnishings in the hotels will be paid for by the individual or chapter responsible.
- Accidents, injuries or illnesses should be reported to the local or state adviser immediately.
- Students who disregard the code of conduct will be subject to disciplinary action and may be sent home at their own expense. Parents/guardians will be notified and may be required by the local school district to escort their son/daughter home.
- Student conduct is the responsibility of the local chapter adviser and chaperones. Students shall keep their advisers informed of their activities and whereabouts at all times.

Be sure to follow the hotel and safety procedures as outlined.

- Remove name badges when outside the hotel or convention area.
- Never travel alone outside the hotel.
- Never give out your room number to anyone you don't know or have just met.
- Do not use the phone in the hotel room to avoid accruing charges.
- Don't forget to leave a tip for good service in restaurants that provide full service. A 15% gratuity is customary.
- Pay room service expenses directly with cash (if allowed to have room service by the local chapter adviser).
- Do not prop hotel doors open.
- Check your room carefully before departure. Be sure all personal items have been removed.
- Report any problems or damages with the hotel room immediately to the front desk.

CONFERENCE ETIQUETTE

Everyone attending the State Leadership Conference should be respectful and courteous to those around them. Here are some general rules to help ensure everyone has the "ultimate conference experience."

1. Arrive 10-15 minutes early for sessions. Late arrivals are disruptive to those who made it there on time. If you arrive late, please be as quiet as possible as you find your seat.
2. Come prepared — do you have your nametag, paper, pens, etc.?
3. Don't eat or pop gum loudly when in sessions.
4. Seating at most sessions is limited, so please don't leave empty seats between groups. When possible, sit close to the front and in the middle of a row so others don't have to climb over you to reach empty seats.
5. Don't sit in the hallways. We understand you might be tired, but sitting in the hotel hallways with legs blocking the area is a safety hazard. Please sit on a chair, bench, or stand up.
6. Respect the speaker and those around you by being quiet, turning your cell phone off or on silent, and by turning off iPods or other music devices. Please refrain from texting.
7. Lead by learning — you paid to attend this conference and in order to get the most out of it, you will need to do your part by listening, being respectful, and participating in workshops and sessions.
8. Laugh, smile and have fun! Please remember to do this at appropriate times.

National FCCLA Leadership Conference

The National Leadership Conference will be held July 3-7, 2016 in San Diego, California. Visit the meetings section on the national FCCLA website to view the posted information about the conference (<http://www.fcclainc.org/content/meetings/>).

Information regarding NLC will be posted as it is released from the national office.

The 2016-2017 State Executive Council Members, Regional Presidents, National Officer Candidates, and their advisers are expected to attend the conference. Each region is also encouraged to have delegates-at-large. State STAR Events winners who indicate they will attend National Leadership Conference are also expected to participate in National STAR Events. It is strongly recommended that advisers attend the conference with their chapter members. Advisers choosing to send delegates to the conference but who are unable to attend themselves **MUST** arrange appropriate adult supervision for those delegates. This could include sending other adults or making arrangements with another adviser. No provisions are made for these situations by the state office.

The state FCCLA treasury will pay a stipend of (\$200) to help with the National Leadership Conference registration expenses for the 2016-2017 State Executive Council, a stipend of (\$100) for each regional president, and a stipend of (\$75) for one adviser/chaperone per state officer and per regional president attending the conference as a part of the Missouri delegation. The stipends are mailed after the NLC. Delegates are responsible for their own expenses, including the STAR Events registration fee for National STAR Events participants. National Leadership Conference mailings will be sent directly to delegates in April 2016. Registration forms and additional information will be available in April.

Costs per delegate attending the national conference will fluctuate depending on location, travel and housing arrangements, optional events, etc. More detailed information on National Leadership Conference will be provided after State Leadership Conference.



Your information isn't complete until you download the following essential forms from www.mofccla.org.

Registration Form
Dress Code Form
Missouri FCCLA Dress Code
Tentative Program Schedule

Media Team Application
Sample Health Form
Safety Guidelines